

Project Manager (1 fte), based Guarda (Portugal)

Rewilding Portugal aims to make The Greater Côa Valley in Western Iberia a wilder place, for the benefit of nature and people. Rewilding Portugal is currently looking for a Project Manager based at its home office located in Guarda, Portugal.

As per the 1st of January 2019, Rewilding Portugal will run two different EU LIFE and CCI - Endangered Landscapes Program projects as part of its portfolio of rewilding areas in Portugal:

- LIFE WolFlux (LIFE17 NAT/PT/000554) "Decreasing socio-ecological barriers to connectivity for wolves south of the Douro river".
- CCI Endangered Landscapes Program Scaling up Rewinding in Western Iberia

The Project Manager is under direct supervision and has operational reporting responsibilities to the Western Iberia Rewilding Area Team Leader. The Project Manager is working in close cooperation with both the Western Iberia Rewilding team Furthermore, he/she ensures that Rewilding Portugal can at all times meet its Executive contractual obligations and that the projects are run in line with internal RP organisational policies and practices.

Roles and responsibilities

Project Administration and Reporting

- The Project Officer's main role is to provide administrative support for the efficient and proper management of local project implementation focusing on the achievement of the project results.
- Assure that from an executive perspective, the Projects are carried out respecting fully the "General Conditions" as set out in the Grant agreement between Rewilding Portugal and the European Commission and Cambridge Conservation Initiative.
- Very active in the development, engagement and relationship building & management with Western Iberia local stakeholders and partners that are critical to secure local support for the implementation of the work-plan
- Work pro-actively and in close collaboration with the WI Rewilding team to identify and secure local rewilding, business and communication opportunities.
- Work with thematic specialists from the wider Rewilding Team in Europe to maximize their input, use lesson learned and ensure linkages with local activities.
- Arrange and maintain individual work plan and calendar/agenda of personal meetings linked to the overall plan and considering a throughout understanding of the expectations/success for the proposed outcomes with the team leader; maintain regular updates on the outcomes of the meetings through minutes and activity reports to direct supervisor and team leader.
- Timely and adequate financial and technical reporting and monitoring of WI rewilding area according to the work-plan; and provide the outcomes for communication and fundraising activities.

- Ensuring provisions of regular updates on subjects of importance for the Rewilding Europe work in the area (e.g. news, stories, development/infrastructure and management plans & strategies, etc.).
- Facilitate and support the team in the contacts with local authorities, institutions and partners.
- Assist the development of the project proposals, strategies, objectives, activities, wokplans and budgets.
- Maintain open communication with WI team and create a positive atmosphere among the team; participate in team meetings and give constructive neutral feedback.
- Make local arrangements for field trips, photo mission, media trips, local meetings, workshops and seminars as well as other necessary administrative arrangements.
- Undertake procurements and follow-up on local financial & administrative issues, such as equipment, contracts, payments and expenditure for items as stated in the work plan.
- Perform other duties as assigned by the team leader and direct supervisor.
- Daily management of contracts with EU LIFE and CCI with the associated beneficiaries, suppliers and partners.
- Helps to ensure that project administration and reporting created and maintained.

Co-ordination

- Deliver the Project according to contractual terms (or their agreed amendment) by assisting the Team Leader in the planning and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate.
- Keep the Team Leader fully informed of progress on all financial deliverables and milestones and resource requirements to help ensure that they are completed or that a formal agreement is made for a contractual change.
- Support the file archive management for the projects, in cooperation with the Project Team and RE Finance & Operations team and partners' lead administrative staff, to ensure that these processes are compatible with the LIFE regulation.
- Co-ordinate the work of the partners' administration staff to ensure that the Project Team are able to carry out Project tasks as required
- Produce a 'Project Guidance Handbook' for Project Team members to ensure consistent quality standards in all aspect of project delivery.
- Coordinate the production of a full execution statement for the Mid Term and Final Report, and statements of income and expenditures for the progress reports, as requested in the reporting templates.
- Assist the project team in the fulfilment of any request of information, integration or action by the European Commission and CCI.

Call only

Qualifications

- At least 3 years working experience in projects related to biodiversity conservation & management, ecotourism businesses, local administration & planning, hunting management.
- Good knowledge of Western Iberia area, RN2000 administrative procedures and management.
- Personal field passion and experience of nature, a lust for the wild and a keen interest in wildlife and field ecology. Knowledge of Coa Valley species and habitats is an asset. Welldeveloped contacts with local authorities, tourism sector (local and national).
- Good Interpersonal skills, ability to work
- Ability to write in a clear and concise manner and communicate effectively orally.
- Good writing and speaking in English language.
- Good team player, a pro-active attitude and personality with an ability to work independently in a multi-cultural environment with sensitivity and respect for team & stakeholder diversity; ability to manage himself from his home office, good organizational skills and problem solving abilities.

- Excellent social skills, experience with working in local communities in the WI and sensible to the local social differences.
- Experience with public (EU-LIFE) funding is preferred.
- Ability to write status reports and routine business correspondence; proven administrative, organizational and problem-solving abilities.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
- Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.
- Full proficiency in English (read, written and spoken) is required.
- Prepared to travel on a regular basis within Europe.

Competences and skills

Able to work pro-actively and independently. Has a high standard of work, especially in accuracy and self-organisation. Is proactive in signalling problems and improvements and timely addresses these. Team player; able to work in an international and cross-cultural setting.

Salary indication

The maximum gross salary on a fulltime basis is 1500 a 1700 euro per month according to experience and level of education.

Applications, including motivation letter and CV, should be sent to (<u>pedro.prata@rewildingeurope.com</u>) before 14 December 2018.

For more information please contact by mail or +351 912196778.